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State of New Mexico

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Purchasing Department

ONE CIVIC PLAZA, N.W.
ALBUQUERQUE, NM 87102
(505) 468-7013
FAX (505) 468-7067

DATE: July 2, 2010

ATTN: ALL PROSPECTIVE OFFERERS

FROM: Anita Maldonado, Senior Buyer *ajm*

SUBJ: REQUEST FOR PROPOSALS (RFP) #02-11-AM, EXHIBIT MASTER PLAN FOR GUTIERREZ-HUBBELL HOUSE

The Purchasing Department on behalf of the Parks and Recreation Department is soliciting proposals from Offerors who are interested in entering into a Professional Services Agreement to design and develop an Exhibit Master Plan for Gutierrez-Hubbell House.

For registered vendors, pertinent RFP documents, including the Scope of Services and the proposed contract documents pertaining to this project, can be downloaded through the purchasing website at no cost. For firms not registered, interested parties are welcome to register through the County's purchasing website, www.bernco.gov and pay the required fee of \$50.00 plus a convenience fee of \$1.49 to process payment by credit card or \$1.25 per e-check. Vendors are also welcome to contact Anita Maldonado, at (505)468-7254, or by e-mail ajmaldonado@bernco.gov to request a hard copy document at a cost of 50 cents per page.

A **mandatory**, pre-proposal conference will be held on July 19, 2010 at 2:00 p.m. Mountain Standard Time (MST) at Hubbell House, 6029 Isleta Blvd. SW. Attendance at the pre-proposal is a pre-requisite for submittal of a proposal. Potential Offerors are encouraged to submit written questions in advance of the conference to Anita Maldonado by fax (505)468-7067 or by email ajmaldonado@bernco.gov.

Sealed submittals for the referenced proposal must be addressed and delivered, **no later than 4:00 PM Mountain Standard Time (MST), Tuesday, August 10, 2010**, to the Bernalillo County Purchasing Department, One Civic Plaza, 10th Floor, Room 10010, Albuquerque, NM 87102. The Purchasing Department will date and time stamp the sealed envelope upon receipt. It is the responsibility of the Offeror to ensure that proposals are received at the address listed above prior to the deadline.

xc: RFP File #02-11-AM